

The Supreme Court of Montana
Office of the Court Administrator

PATRICK A. CHENOVICK
Court Administrator



Justice Building Room 315
215 North Sanders
P.O. Box 203002
Helena, Montana 59620-3002
Telephone (406) 444-2621
FAX (406) 444-0834

MEMORANDUM

Under MCA Sections 40-5-908 and 40-5-907(1), all support orders entered, modified or terminated after October 1, 1998 must be registered in the State Case Registry (SCR) which operates within the Child Support Enforcement Division (CSED) of the Department of Public Health and Human Services (DPHHS).

To facilitate this process, the existing Vital Statistics form was expanded to include information required by law for the State Case Registry. A copy of the revised "Montana State Case Registry and Vital Statistics Reporting Form" is attached. It is the responsibility of the parties to the action or their attorneys to supply the clerk with an **accurately completed** form. **The clerk of district court cannot accept an order for docketing without it.**

The Child Support Enforcement Division has made a concerted effort to design the information reporting form for ease of use and has provided instructions on completing it. (See page 2 of the form.) If you have questions when filling it out, please direct them to the CSED at (406) 442-7278.

This form can be completed online or printed from the Internet by going to http://vhsp.dphhs.state.mt.us/dph_k0a.htm or www.dphhs.mt.gov/legal/index.htm or by going to the State of Montana Virtual Pavilion at <http://vhsp.dphhs.state.mt.us> and clicking on Human Services button, then the child support kiosk, then the central case registry form.

Upon request, the CSED will provide alternative accessible formats of the Montana State Case Registry and Vital Statistics Reporting Form.